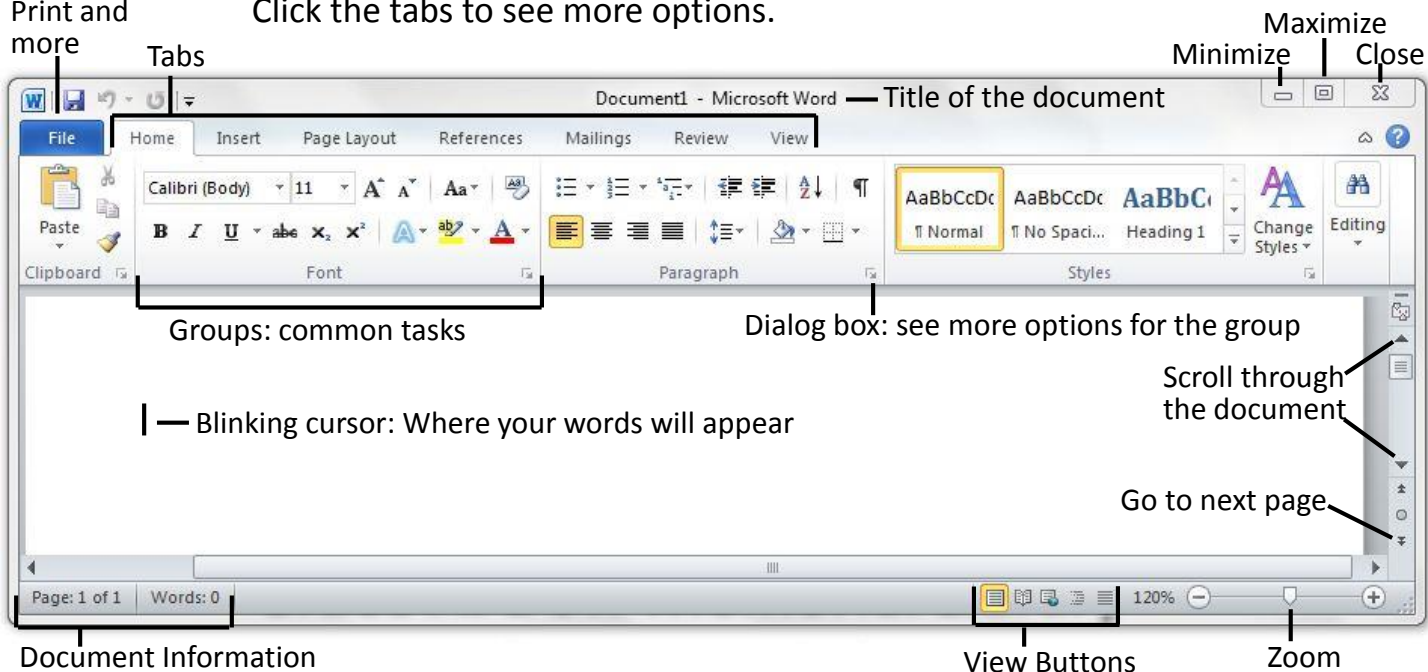




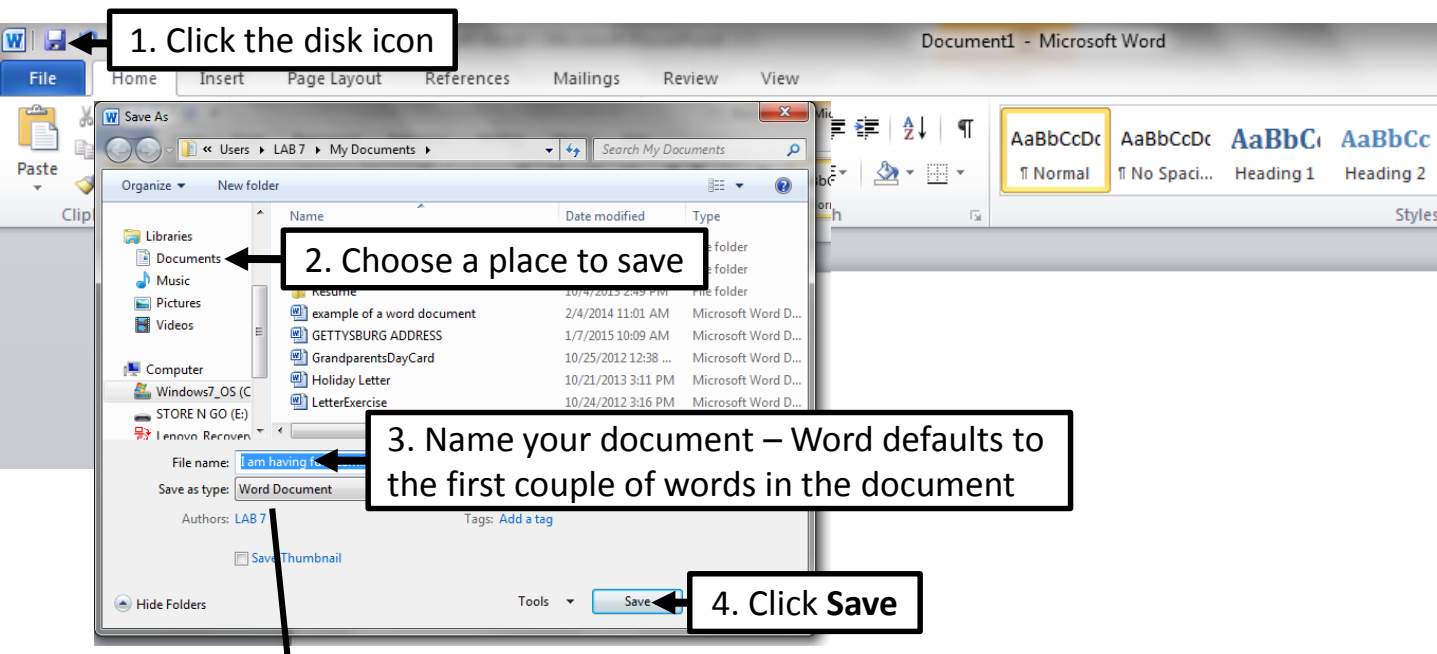
Introduction to Microsoft Word 2010

File Tab: Print and more
At the top is the “**Ribbon.**” Find similar tasks located together.
Click the tabs to see more options.



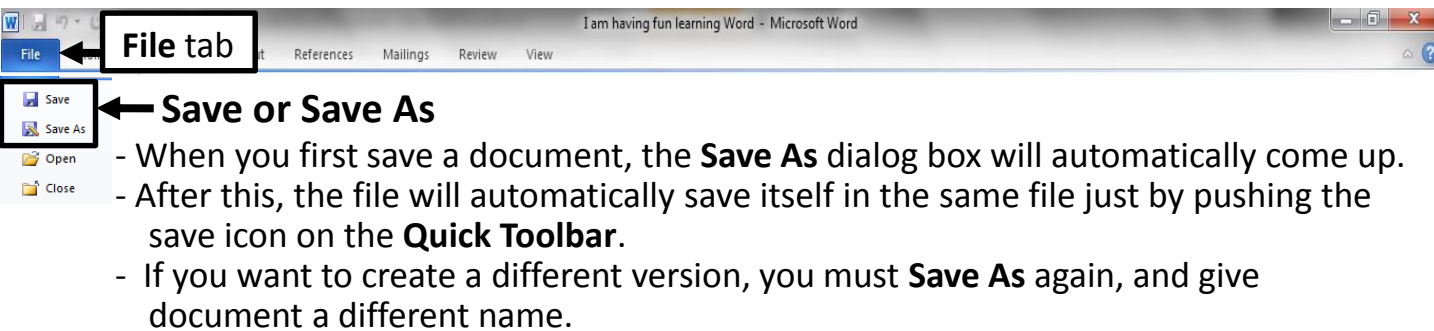
Save the Document

- **Do not work on a document for long without saving.**
- Autosave in Word will save for you every couple of minutes, so if you save early, you won't lose your whole document if your computer unexpectedly shuts down.
- Keyboard shortcut for saving: **CTRL + S**



If you think you might need to use the document with an older version of Word:
Select **Save as type** and choose **Word 97-2003 Document** to save a compatible version.

More options for Saving – Click File Tab



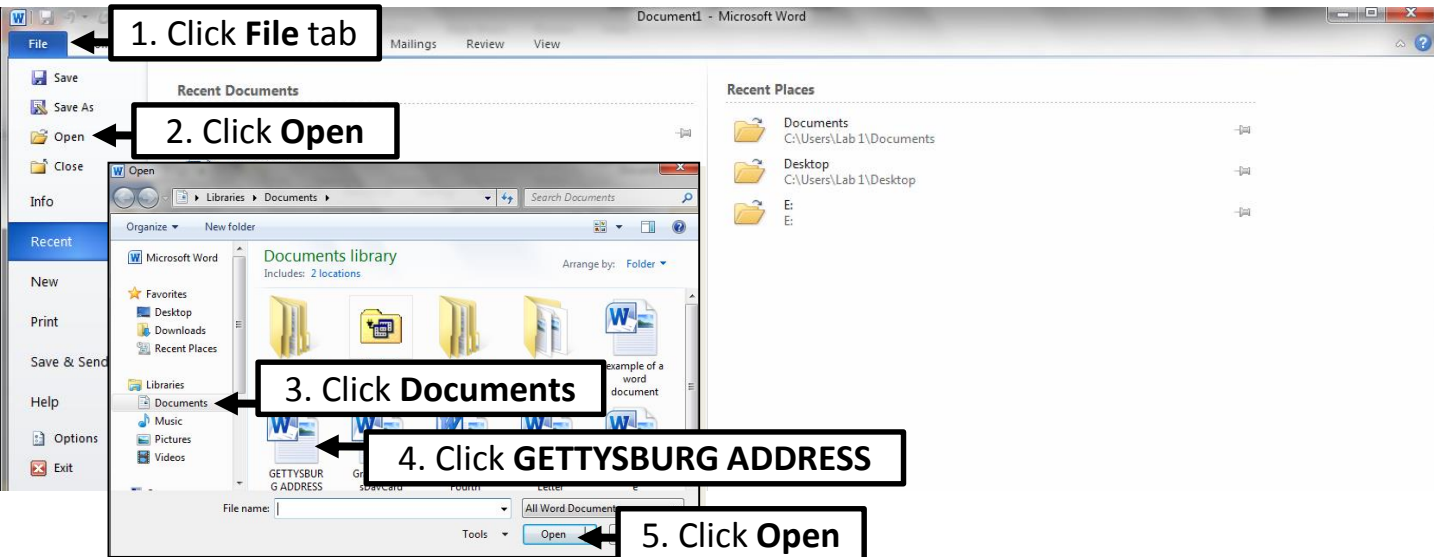
The screenshot shows the Microsoft Word interface with the 'File' tab selected. The 'File' tab is highlighted with a black box and an arrow pointing to it. Below the 'File' tab, the 'Save' and 'Save As' icons are highlighted with a black box and an arrow pointing to them. The 'Save' icon is a floppy disk, and the 'Save As' icon is a document with a plus sign.

File tab

Save or Save As

- When you first save a document, the **Save As** dialog box will automatically come up.
- After this, the file will automatically save itself in the same file just by pushing the save icon on the **Quick Toolbar**.
- If you want to create a different version, you must **Save As** again, and give document a different name.

Open a Word Document



The screenshot shows the Microsoft Word 'Open' dialog box. The 'File' tab is highlighted with a black box and an arrow pointing to it. The 'Open' button is highlighted with a black box and an arrow pointing to it. The 'Documents' library is selected, and the 'GETTYSBURG ADDRESS' file is highlighted. The 'Open' button is highlighted with a black box and an arrow pointing to it.

1. Click File tab

2. Click Open

3. Click Documents

4. Click GETTYSBURG ADDRESS

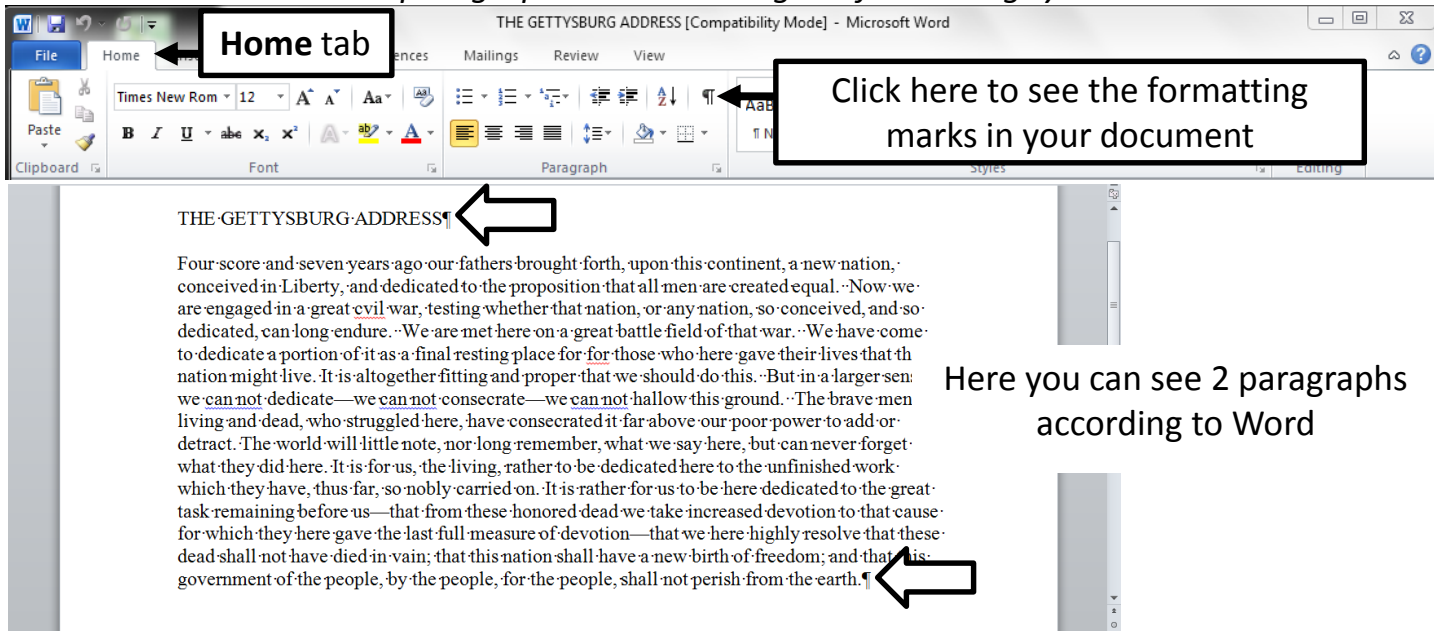
5. Click Open

Paragraphs – Align and Line spacing

What is a paragraph?

- To the computer, a paragraph is any text between one **Enter** command and the next.
- Can be any length – one word or a whole page.
- Certain tasks in Word are limited to the selected paragraph.
(You select by clicking anywhere in the paragraph)

It is easier to understand paragraphs when viewing the formatting symbols.



The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The 'Paragraph' group is highlighted with a black box and an arrow pointing to it. The 'Show/Hide Paragraph Marks' icon is highlighted with a black box and an arrow pointing to it. The document text is displayed with paragraph marks (¶) at the end of each line. The text is: 'THE GETTYSBURG ADDRESS' followed by two paragraphs of text. The first paragraph is: 'Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of it as a final resting place for those who here gave their lives that this nation might live. It is altogether fitting and proper that we should do this. But in a larger sense we cannot dedicate—we can not consecrate—we can not hallow this ground. The brave men living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but can never forget what they did here. It is for us, the living, rather to be dedicated here to the unfinished work which they have, thus far, so nobly carried on. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they here gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain; that this nation shall have a new birth of freedom; and that this government of the people, by the people, for the people, shall not perish from the earth.'

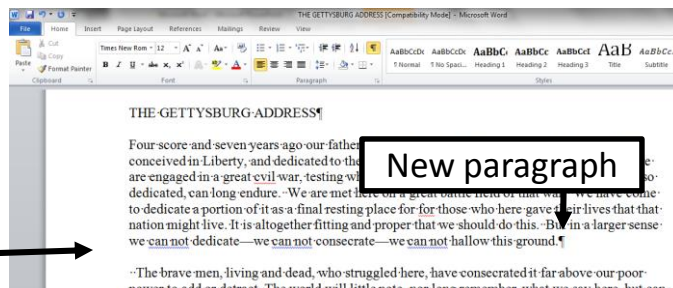
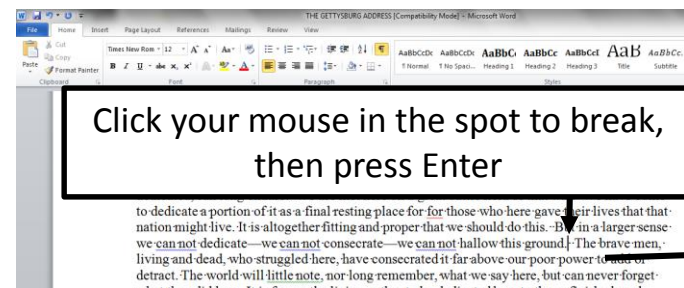
Home tab

Click here to see the formatting marks in your document

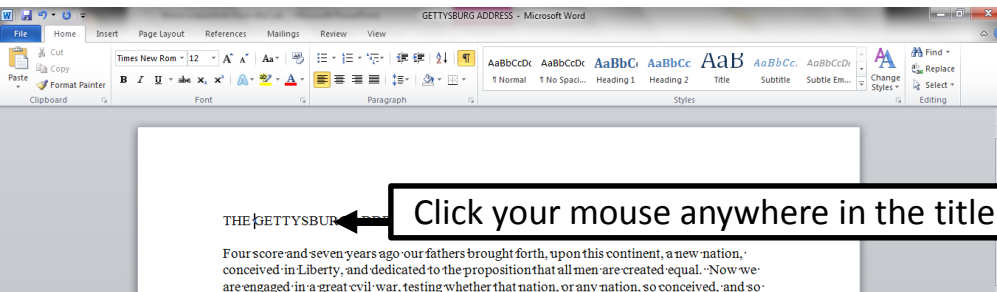
THE GETTYSBURG ADDRESS

Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of it as a final resting place for those who here gave their lives that this nation might live. It is altogether fitting and proper that we should do this. But in a larger sense we cannot dedicate—we can not consecrate—we can not hallow this ground. The brave men living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but can never forget what they did here. It is for us, the living, rather to be dedicated here to the unfinished work which they have, thus far, so nobly carried on. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they here gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain; that this nation shall have a new birth of freedom; and that this government of the people, by the people, for the people, shall not perish from the earth.

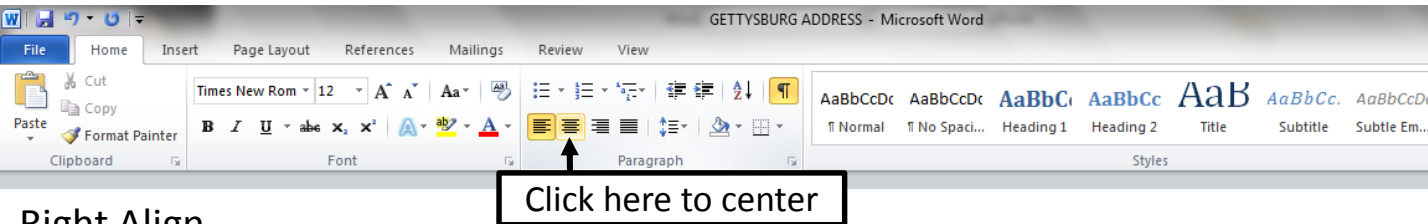
You can break one paragraph into two



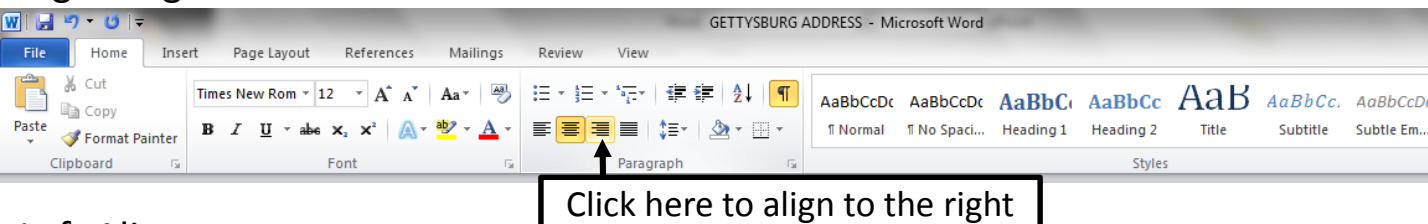
Align Your Text



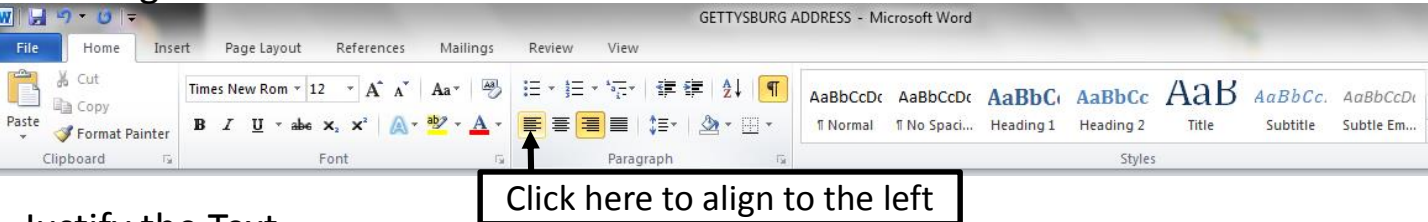
Center



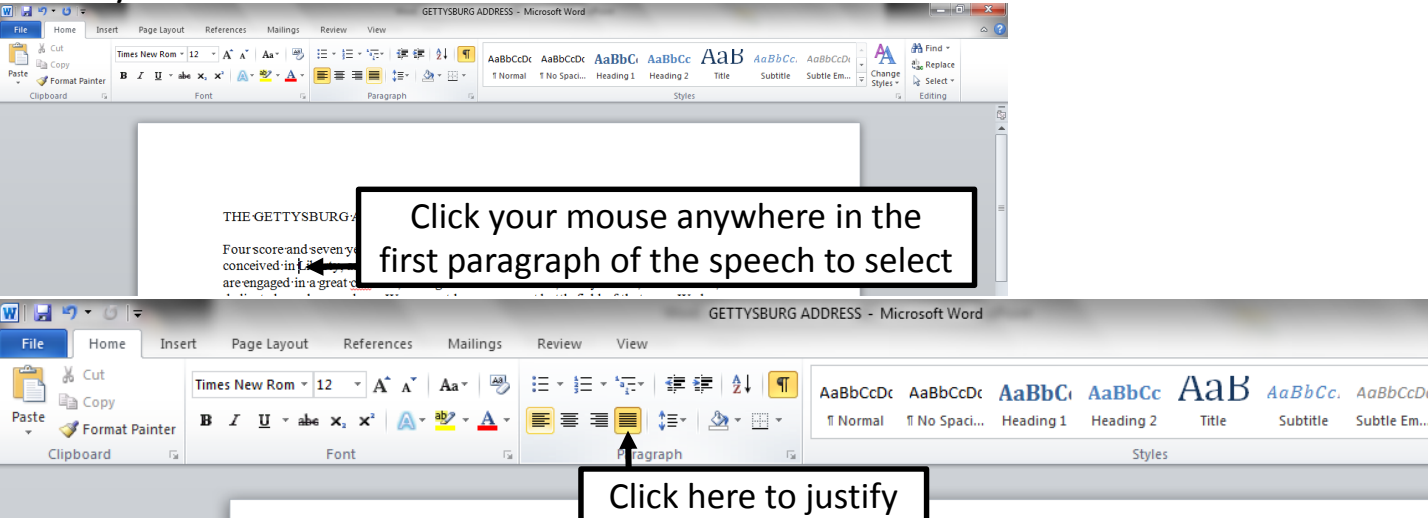
Right Align



Left Align



Justify the Text



Change the Line Spacing

1. Click here

2. Click 1.5

THE GETTYSBURG ADDRESS

Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this. But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but will rather be swayed by the great acts of self-sacrifice which they here performed. It is for us the living, the more we are engaged in a great civil war, testing whether that nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this. But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but will rather be swayed by the great acts of self-sacrifice which they here performed.

The selected first paragraph has changed to a wider line spacing now

Set the spacing for all of the document by selecting the whole document.

1. Click Select

2. Click Select All

THE GETTYSBURG ADDRESS

Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this. But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but will rather be swayed by the great acts of self-sacrifice which they here performed.

Keyboard shortcut for select all: CTRL+A

More options for line spacing

1. Click the Paragraph dialog box

2. Check the box before
Don't add space between paragraphs...
To remove the space between paragraphs

3. Click the box under **Line spacing**

4. Click 1.5

5. Click OK

THE GETTYSBURG ADDRESS

Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, so conceived, and so dedicated, can long endure. We are met here on a great battle field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this. But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but will rather be swayed by the great acts of self-sacrifice which they here performed.

Click anywhere in the document to cancel the selection

Change the Margins of the document

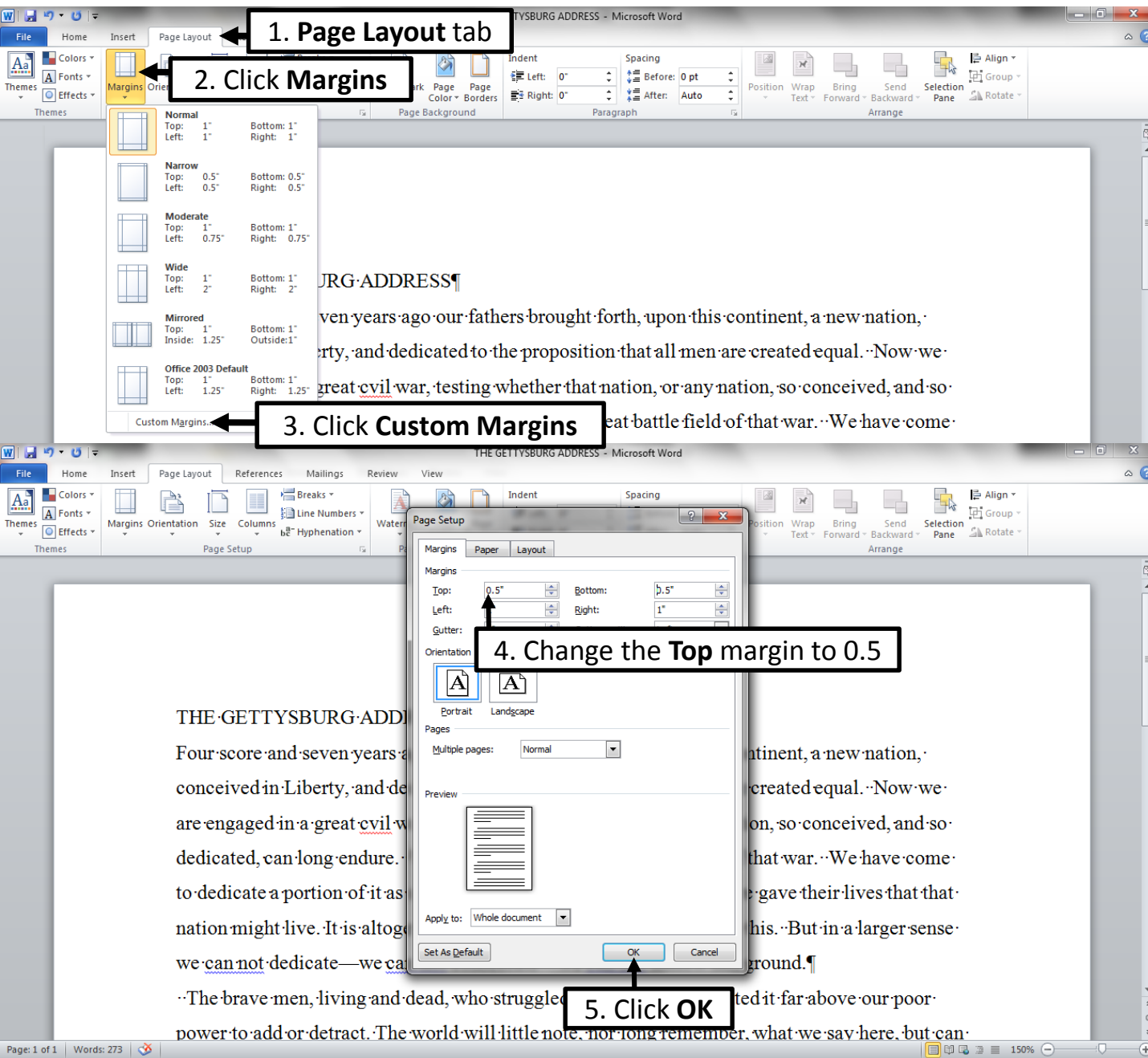
1. Page Layout tab

2. Click Margins

3. Click Custom Margins

4. Change the Top margin to 0.5

5. Click OK

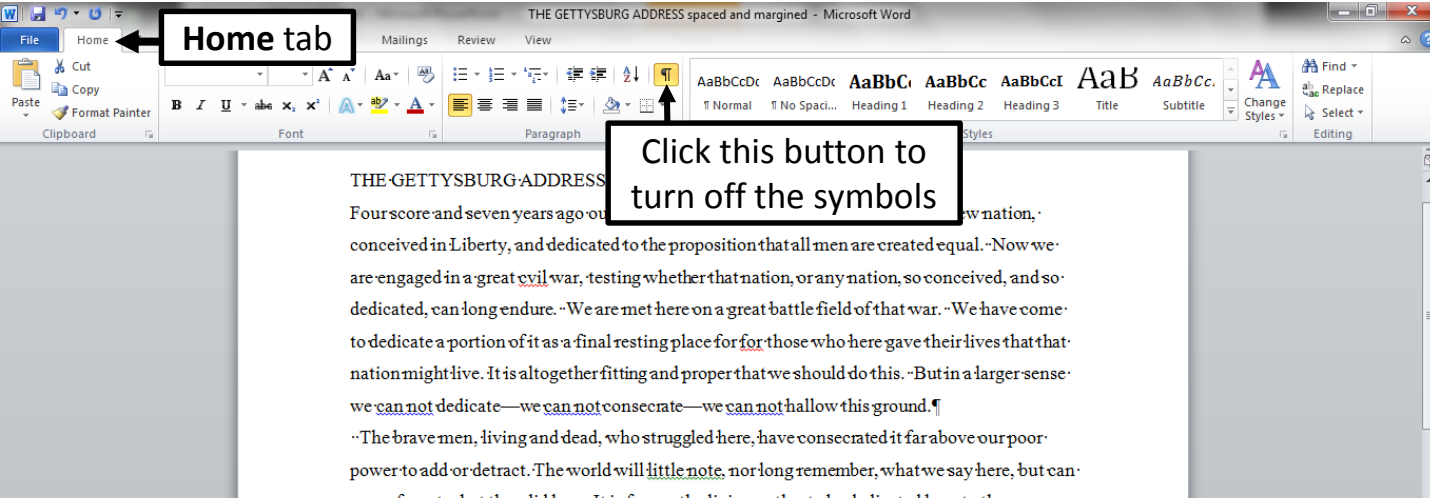


The screenshot shows the Microsoft Word interface with the 'Page Layout' tab selected. The 'Margins' button is highlighted in the ribbon. The 'Custom Margins' dialog box is open, and the 'Top' margin is set to 0.5 inches. The 'OK' button is highlighted.

Remove formatting marks

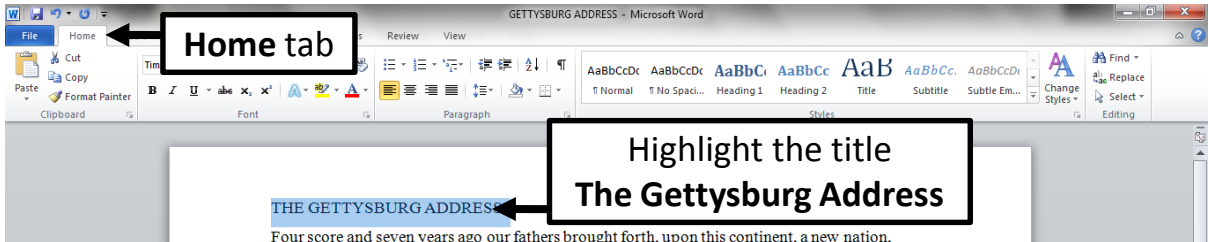
Home tab

Click this button to turn off the symbols



The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The 'Show/Hide' button is highlighted in the ribbon.

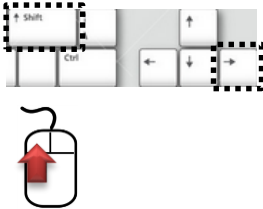
Change the Text



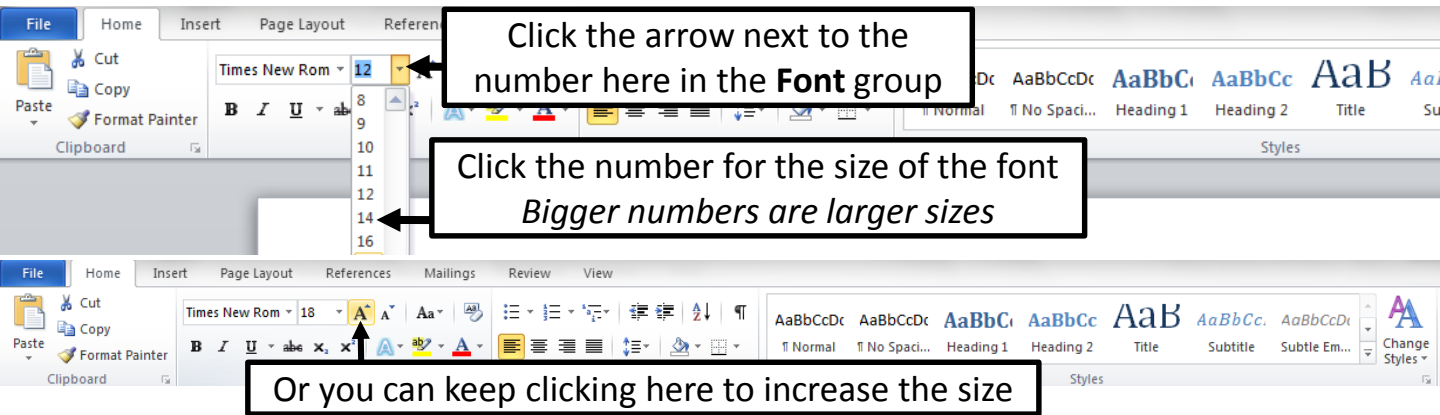
Text must be highlighted to make changes in the Font group.

2 ways to highlight:

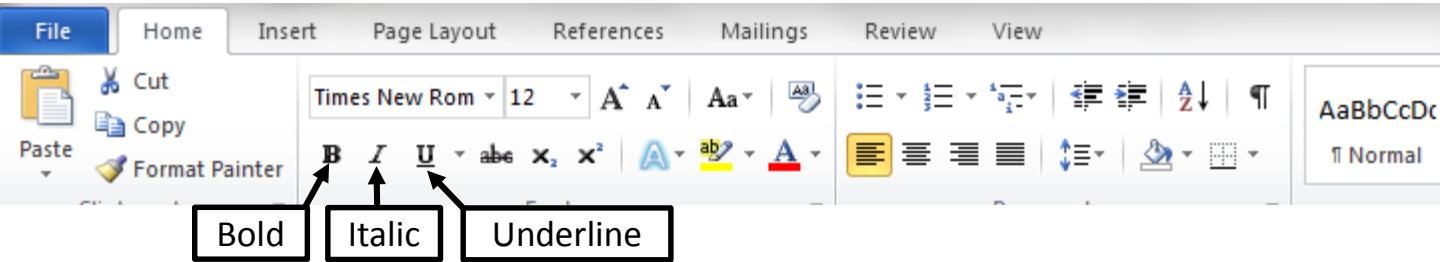
1. Hold down the **Shift** key on the keyboard and press the **arrow keys** across the words you want to highlight.
2. Hold down the left mouse button, and **drag the mouse** across the text you are highlighting.



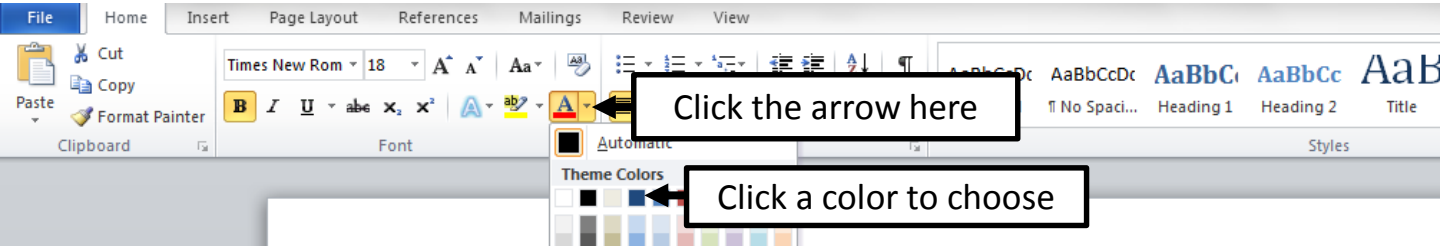
Increase the font size



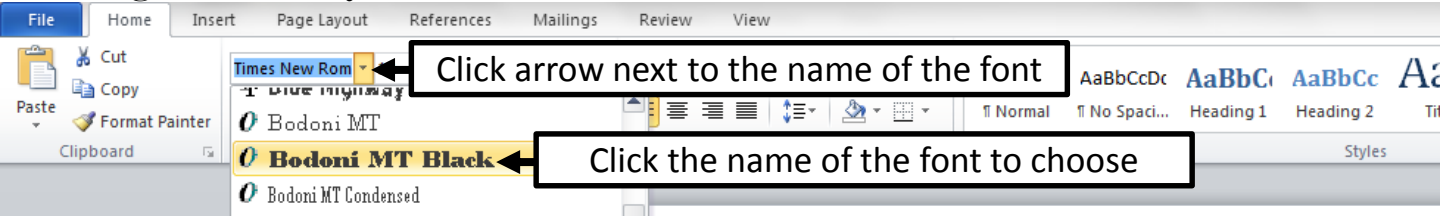
Bold *Italic* Underline - Click to apply, click again to remove



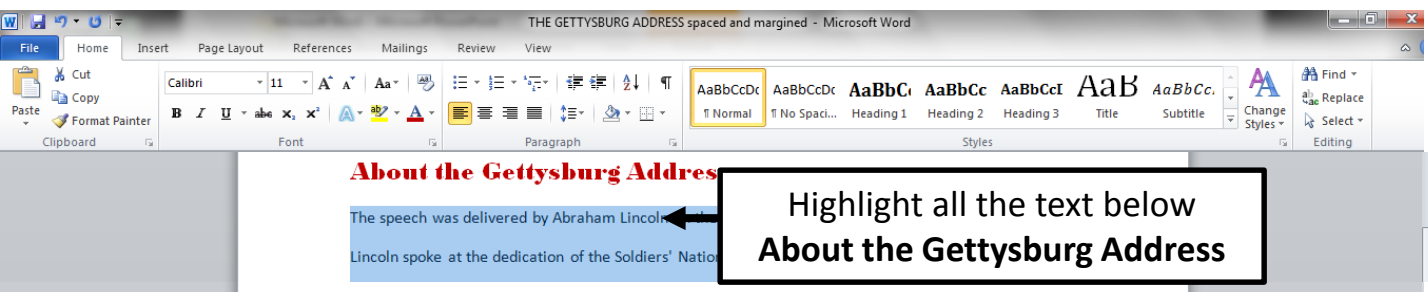
Change Font Color



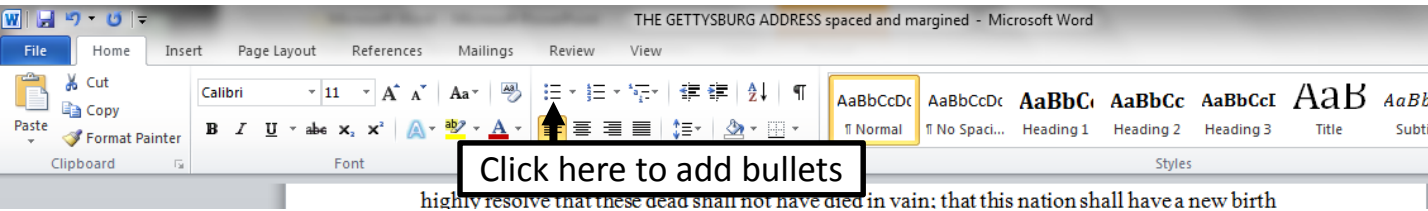
Change Font Style



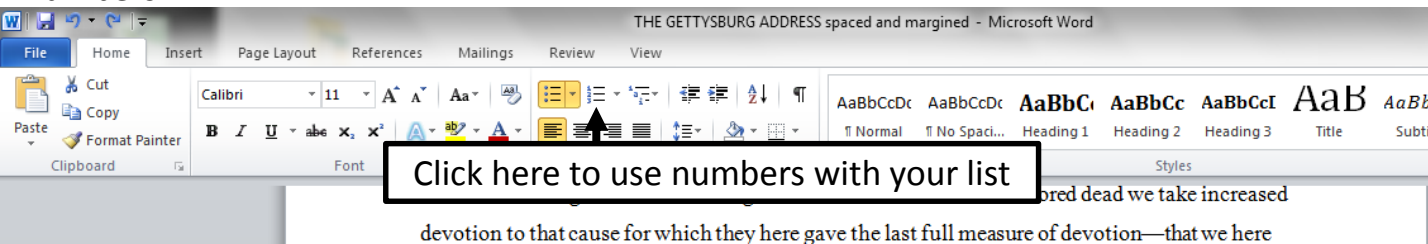
Organize your list with Bullets and Numbers



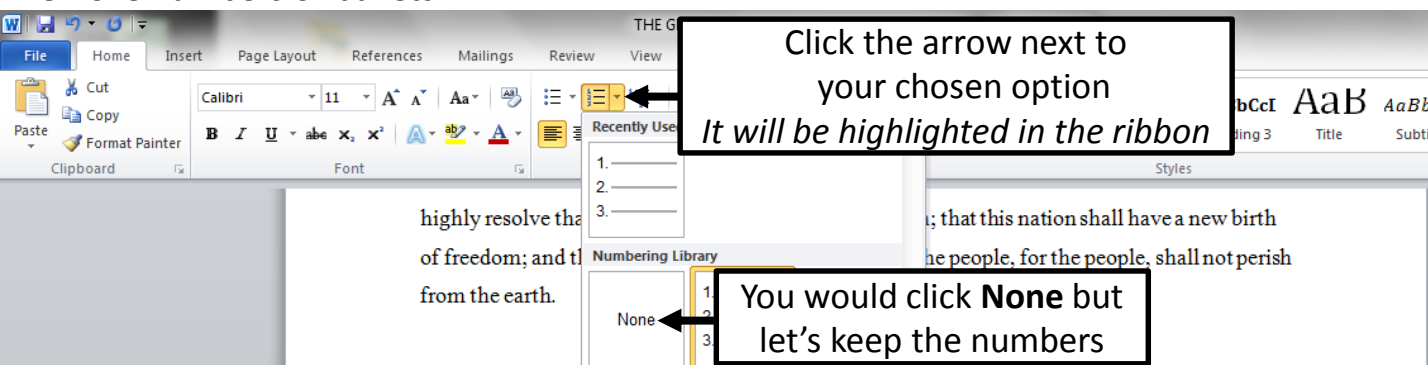
Bullets



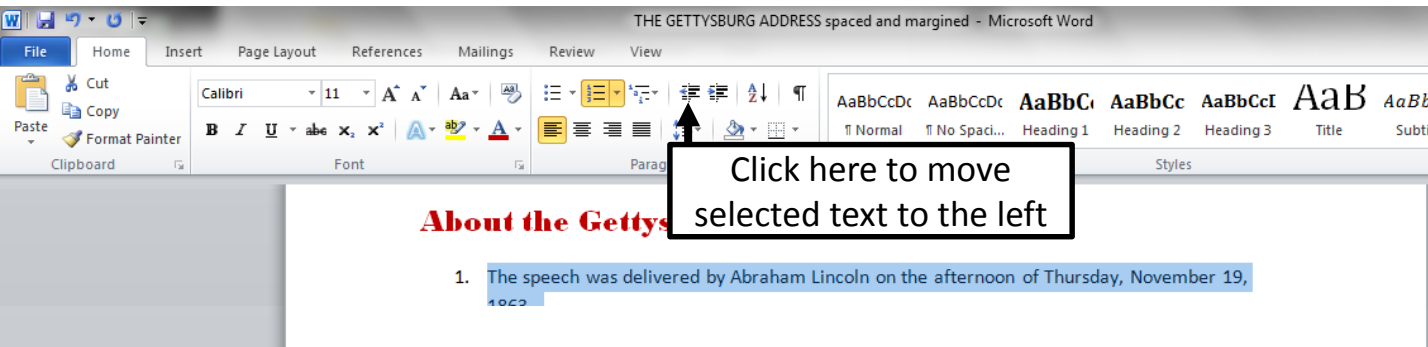
Numbers



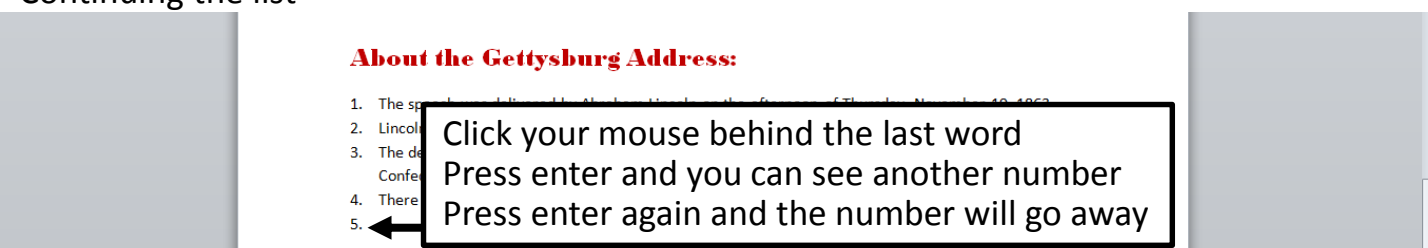
Remove numbers or bullets



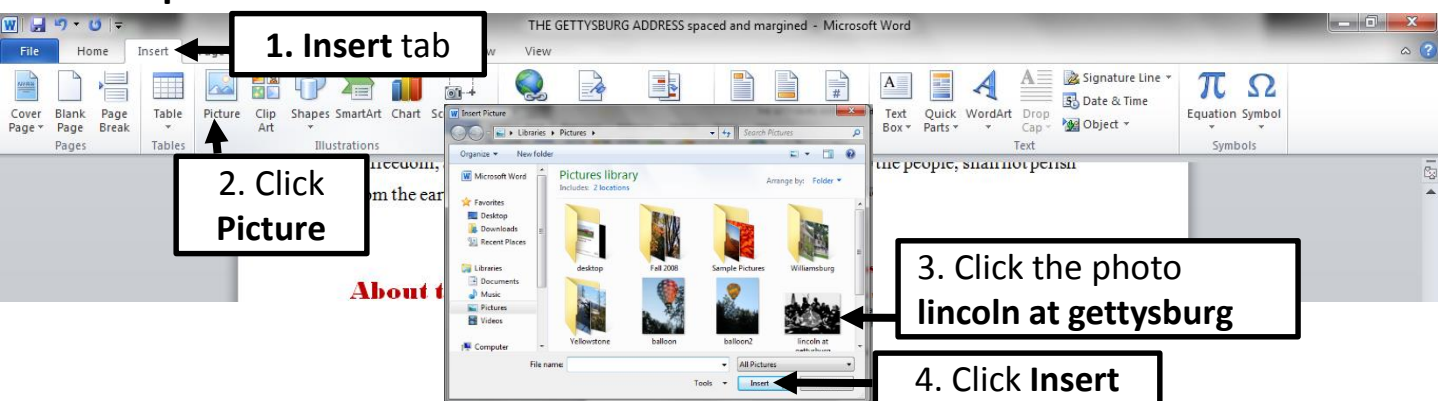
Indent to the left



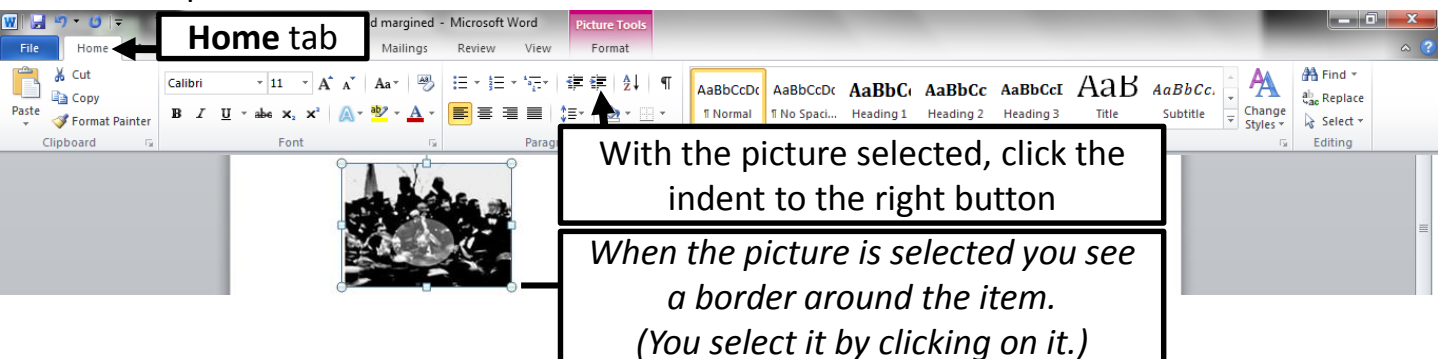
Continuing the list



Insert a photo



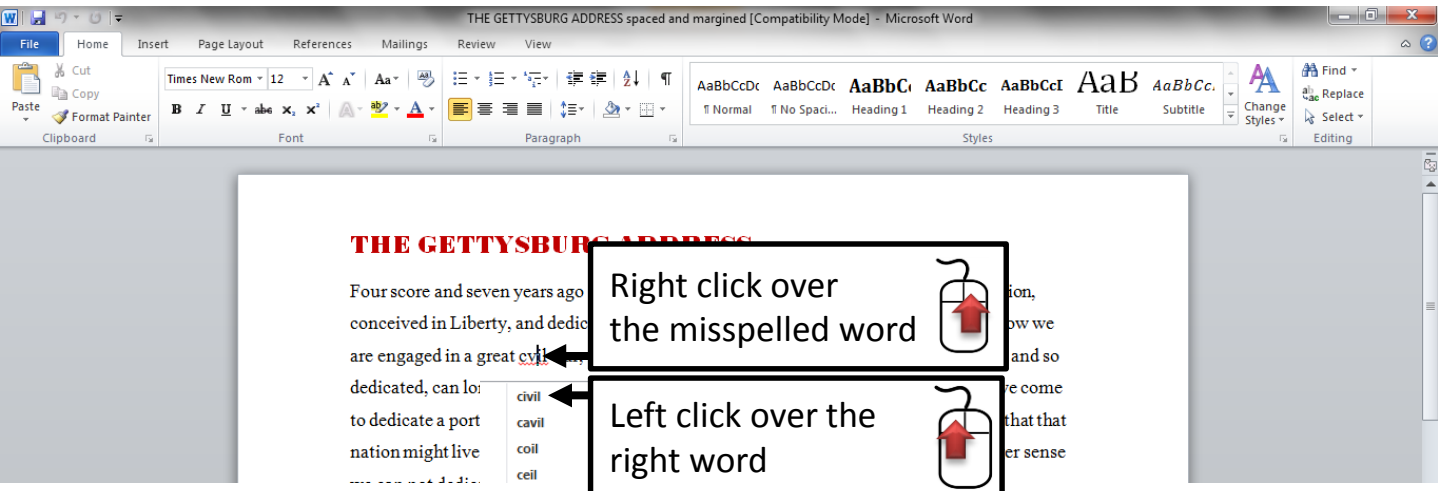
Indent the photo



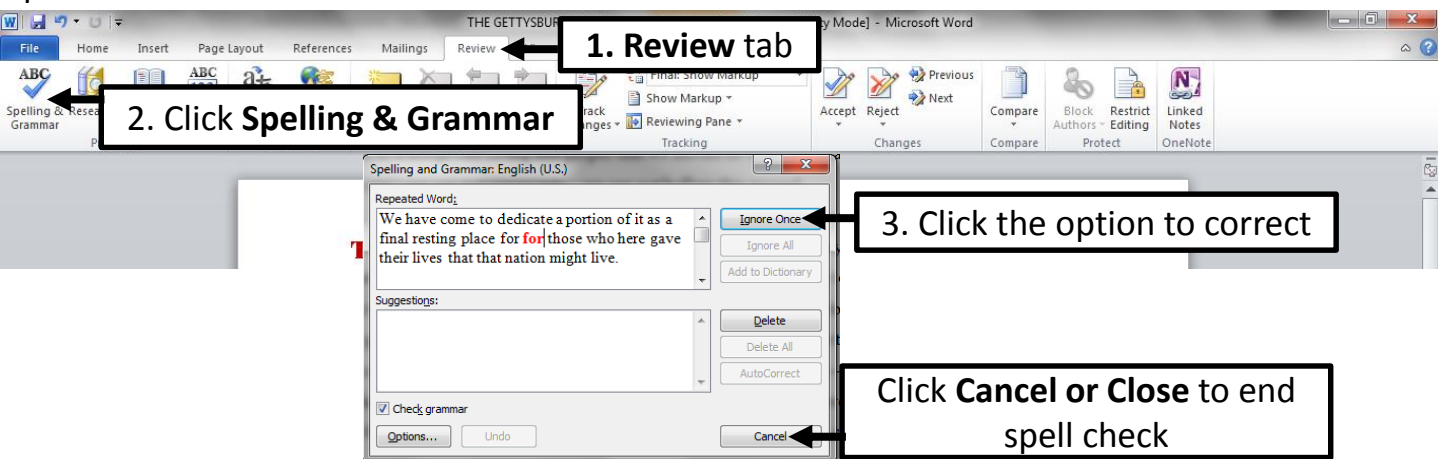
Spell check

Word will underline words or phrases.

red line - misspelled word, **blue line** - grammar error



Spell check the whole document



Cut, Copy, and Paste

- When you **CUT** text in a document, the content you cut is *removed from that area*, and you can paste it elsewhere.
- When you **COPY** text in a document, the content you copied is *still in the same spot* and you can paste it elsewhere.

1. Home tab

2. Highlight the Gettysburg Address

3. Click Cut

4. Move down the screen and click below the picture

5. Click Paste

Printing the document

1. File tab

2. Click Print

3. Choose the Printer Options

How many copies to print

Print all the pages or only certain ones

Portrait or landscape

Preview of how the document will print

4. Click Print

Free simple version of Word on Microsoft OneDrive

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onedrive.live.com

Sign in if you have a Hotmail or Live email account or
Sign up using any other email account

